

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA**



**PREPARING YOU AND YOUR STAFF FOR
ELECTRONIC FILING**

FIRST STEPS:

1. All documents filed in CM/ECF must be in PDF format. Adobe Acrobat is a commercial software package that enables you to save your documents in PDF (Portable Document Format). Adobe also distributes a program called Acrobat Reader that allows you to view and print (but not create) PDF documents. The most recent version, 5.0 is available from retailers for approximately \$220 - \$250. The discount that Adobe previously offered to attorneys has been discontinued. However, there may be volume discounts that attorneys can receive if ordering multiple copies for their firm. The reader is available for free download at www.adobe.com.
2. Internet access for all employees, from attorneys to support staff.
3. Internet access must be either Cable modem or DSL access. Recommend broadband - any speed will work
4. Knowledge of your bankruptcy petition software capabilities with electronic filing capabilities. Use your bankruptcy software help desk for assistance.

TRAINING:

You and your staff must be familiar with these basic computer functions:

- ▶ Opening and closing programs
- ▶ Moving, minimizing and maximizing windows
- ▶ Operating menus, text fields, drop down list boxes, scroll bars and other windows objects with a mouse and a keyboard
- ▶ Switching between programs using the mouse and the keyboard
- ▶ Understanding of files and directories and file system hierarchy
- ▶ Using file browse dialog boxes
- ▶ Selecting multiple items from a list

Preparing You and Your Staff for Electronic Case Filing

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You and your staff must be familiar with these Internet browser functions:

- ▶ Finding the Court's website at www.ndb.uscourts.gov
- ▶ Using the *Forward* and *Backward* buttons on your browser
- ▶ Setting up bookmarks
- ▶ Clicking on check boxes using the mouse
- ▶ Typing in text boxes
- ▶ Downloading files and saving to specific locations
- ▶ Printing documents
- ▶ Setting your home page address
- ▶ Using hyperlinks

You and your staff must be familiar with PDF (Portable Document Format) files:

- ▶ Locating and printing files with Acrobat Reader
- ▶ Saving and printing files using Acrobat Writer
- ▶ Creating and saving PDF documents from a word processing software or bankruptcy software
- ▶ Inserting pages into existing PDF document

Court Assistance:

If you need additional assistance please contact any employee of the Bankruptcy Clerk's office at (701) 297-7100.